

SAUSALITO MARIN CITY SCHOOL DISTRICT
SAUSALITO, CALIFORNIA

BOARD OF TRUSTEES
REGULAR MEETING
MINUTES

February 13, 2008

CLOSED SESSION: 6:00PM
REGULAR SESSION: 7:10 PM

MEMBERS PRESENT:

Whitney Hoyt, President
Tom Clark
Elizabeth Todd-Gallardo
Shirley Thornton
Mark Trotter

Debra A. Bradley, Superintendent and Secretary to the Board

Others Present: Margaret Merchat, Nancy Klein, Margaret Bonardi, Margery Schindler, Ellen Franz, Dave Barni, Alana Polk, Debra Moore, Carol Cooper, Timothy Craig, Ellen Franz, Harold Oden, Harry Shaw, Anya Schandler, Judy Long and Kathy Blazei and Patty Swisshelm taking notes.

President, Whitney Hoyt, called the meeting of the Sausalito Marin City School District Board of Trustees to order at 6:00 p.m.

Call to Order

M/s/c Trotter/Thornton/all to approve agenda order

Agenda Order

CLOSED SESSION

CLOSED SESSION

The Board, Superintendent and Margaret Merchat, District Legal Counsel, went immediately into closed session. Ms. Merchat left closed session at 5:30 p.m. The Superintendent left closed session at 5:40 p.m. and returned to it at 6:50 p.m. When closed session ended at 7:06 pm and open session resumed at 7:10 pm, President Hoyt had nothing to report out.

REGULAR SESSION

REGULAR SESSION

Trustee Trotter led the Pledge of Allegiance

Pledge

None

Public Comment

SCHOOL OPERATIONS AND COMMUNITY

**SCHOOL
OPERATIONS AND
COMMUNITY**

Superintendent Bradley acknowledged receipt of Ms. Schindler's written comments since the last meeting.

District Fire Road
Gates

Harold Oden, District Director of Maintenance and Operations, reported that he was still waiting on the title report for a determination on ownership of the fire road. Mr. Oden noted that he has received the grant deed, which indicates that the fire road belongs to the District. He recommended waiting until the title report is received and then discussing with legal counsel any potential issues such as liability before making further decision regarding the fire road gates. President Hoyt expressed her interest to encourage legal counsel to make this work for all and to be good neighbors. Mr. Oden was directed to obtain legal counsel, communicate with Ms. Schindler and bring discussion back to the Board.

EDUCATION

February is both national and state PTSA Founders Month. The Board recognized members of the PTSA for their efforts to support the parents, teachers and students of this District. Superintendent Bradley read a Certificate of Appreciation which was presented by President Hoyt to PTSA President, Alana Polk. Similar certificates will be awarded to Juanita Edwards and Sharon Turner.

Ms. Polk thanked the Board on behalf of PTSA and spoke of the continuance of the partnership between parents, students and teachers, and the focused outreach to parents this school year.

Ms. Polk reported that students are being taught empathy through raising money for farm animals for families in Africa.

Principal Baatin's report for Bayside Elementary School included information on:

- Distinguished School 2008 site visit anticipated in March. Bayside is one of 325 elementary schools statewide and 1 of 3 in Marin County selected on the basis of eligibility and application made by the District. The application, a collaborative process using real life scenarios, received a perfect score. Lu Sutton in Novato and Ross Elementary are the other two Marin County Schools. Bayside last received the Distinguished School Award in 1989.
- Marin County Golden Bell nomination site visit February 6, 2008
- California Gearup program to build a college-going culture for middle school students - begins March 6 with families for 5 weeks, a time for parents to set goals with students and receive information about college; a family visit will be scheduled.
- Amgen Bike Assembly for Bayside and Willow Creek Academy students, February 14 at 2:00 p.m.

Mr. Dave Barni, P.E./ Wellness Instructor, updated the Board on physical education testing:

- Grades tested: 5, 7 & 8
- Students graded on aerobics and flexibility

Mr. Barni reported having attended a physical education workshop last summer that heightened his awareness of students' feelings about their own physical abilities and limitations. A wellness conference last summer focused on hula hoping and jump rope activities that the

EDUCATION

PTSA Founders Month

School Site
Council/PTA

Principal's Report –
Bayside Elementary
School

P.E./ Wellness
Instructor Update

students love. He is considering YMCA swim program.

Principal Baatin reviewed the updated District Single Plans for Student Achievement through a collaborative effort with staff, parents and School Site Council for:

- Bayside Elementary School February 2008 to February 2009
- Martin Luther King, Jr. Academy February 2008 to February 2009

Trustee Thornton recommended the addition of a specific, rather than inferred, vocabulary development plan.

M/s/c Todd Gallardo/Thornton/all to accept both District Single Plans for Student Achievement with the addition of Trustee Thornton's recommendation.

Head of School, Carol Cooper's report included information on the:

- Mock Super Tuesday Primary Debate
- Sweetheart Strut fund raiser
- Mathletes competition
- Eighth grade trip to Yosemite in the spring
- Willow Creek Angels: an anonymous pledge of up to \$20,000 to be used as matching funds against funds raised on at the Sweetheart Strut plus additional donations received through February 2008

Principal Baatin addressed the Board with a mid-year progress report on Martin Luther King, Jr. Academy, collaborative effort of teachers and paraprofessionals incorporating:

- Student achievement data
- Grade level results to California Standards Tests
- Total scores for English Language Arts and Math for individual students with individual plans
- Curriculum blueprints
- Strategizing
- Item analysis for testing
- Pacing guide
- Assessments across the year
- Student data
- Support services: California Gearup, Partners Program, School Linked Services, Homework Center, Opportunity Room, Math and English Language Arts intervention plans, drama, band and the after school program.

Superintendent Bradley advised that students who make progress with intervention plans can return to the more fun activities. Ms. Baatin reported that formal home visits begin in February.

President Hoyt commended the collaborative for the best collection of middle school data ever and recognized the efforts of staff to try new things evaluate and try again.

BUDGET

Superintendent Bradley redistributed maps of Bayside and Willow Creek Academy (WCA) campus use with areas highlighted in red indicating

District Single Plans for Student Achievement

WCA Report

Mid Year Update on Student Performance at Martin Luther King, Jr. Academy

BUDGET

WCA Facilities Use 2008/2009 Review

shared facilities, the current Facilities Use Agreement and a copy of her February 6, 2008 letter to Orlando Lobo, President of the WCA Board of Directors. She reviewed that a facilities subcommittee had visited both campuses, determining that all classrooms are occupied and utilized. She reported that the Memorandum of Understanding, a collaborative document between the District and WCA, reflects that facilities discussions are based on students in-district. WCA enrollment projections for 2007/2008 did not fully materialize; she referred to her letter of February 6, 2008 based on the P1 Report on enrollment numbers. WCA's portable classroom is anticipated to be completed in 45 days per Mr. Lobo's report to the Board at the January 31, 2008 Board meeting. The initial agreement was 10 classrooms; her current recommendation is 10 spaces, excluding room 17. WCA was allowed to use Room 17 last year due to work in progress on their portable classroom.

District Legal Counsel, Margaret Merchat, explained the District's need to respond to WCA's Request for Facilities for the 2008/2009 school year with a preliminary offer. She explained that how the facilities are used is at the discretion of the charter school. The MOU specifies ratio/formula: 6 classrooms for in-district students plus additional space given on a variety of needs. WCA has been given a total of 10 spaces at this time. With 2008/2009 projected enrollment similar to this year, 10 spaces are also recommended for 2008/2009.

Trustee Trotter thought that two spaces used for offices were too small to be used as classrooms, not Field Act compliant. He noted that the portable is Field Act compliant and argued for continued use of Room 17 by WCA.

Counsel Merchat: recalled that WCA had exempted themselves from the Field Act as part of their petition; the portable had to be Field Act compliant as a new and different structure that might have impact on this district. The two small rooms could be used for small size classes.

Superintendent Bradley reviewed that WCA has used Room 17 for 3 years now, that the portable is about to be completed and that WCA has indicated its preference for contiguous space which would make the portable more desirable than Room 17. The Board was silent on Room 17 last year when the portable was being installed.

Trustee Todd Gallardo repeated that the facilities sub-committee had walked, counted (portable not counted) and agreed on 10 functioning classrooms.

Trustee Trotter did not agree that two rooms are classroom size; he believes that non-contiguous space is a good thing and asked for more shared space.

Trustee Hoyt indicated her preference to return Room 17 to Bayside, noting that the District has historically been excessively generous with the charter school.

Trustee Clark clarified that 3 years ago, Room 17 was a shared space.

He concurred that the District has been more generous than the law requires and added that, in spite of this, community dialogue is confusing. The February 6, 2008 letter clarifies that the District is currently responsible for 103 students at WCA.

President Hoyt clarified that the District has yet to discuss its own needs, and will discuss the use of Room 17, possibly as a shared space.

M/s/c Hoyt/Thornton/ 4 Ayes 1 No (Trotter) to direct Superintendent Bradley to communicate with WCA that the District will offer WCA 8 classrooms (portable to become the ninth classroom) plus the 2 spaces currently being used for offices, with the return of Room 17 to Bayside, and all shared space continues.

Trustees Clark and Trotter agreed that enrollment limitations should be discussed between the District and WCA, including planning for growth and how to manage it.

Margie Bonardi reviewed steps taken to realize and amend WCA's First Interim Report::

WCA Amended First Interim Report

- District has fiduciary oversight of charter; County has oversight of District's solvency
- December 13, 2007, the District Board accepted WCA approved First Interim Report to support WCA meeting December 15, 2007 submittal deadline to the County
- District had concern about an increase in WCA local revenue with no narrative to explain and no information forthcoming; subsequent
- discussion with Donna Strong
- Meeting held; WCA had used an income number to meet expenditures that assumed an additional \$55,000 from the District to balance budget
- Vote taken January 31, 2008 to increase Vision 900 grant an additional \$55,000; didn't pass
- WCA has adjusted \$55,000 out of ending balance and is aware that they are deficit spending
- Meets MOU 3% reserve
- WCA is aware they are deficit spending
- District has concern that WCA has plan to eliminate deficit spending either by raising money to cover or reducing expenditures.

Trustee Trotter reflected that the drop in enrollment was the reason for WCA's current fiscal position. President Hoyt reflected that WCA had submitted an inaccurate budget to the District and then came back, when it was pointed out to them, to ask for \$55,000; WCA had instructed Donna Strong to put \$55,000 in budget local revenue knowing they did not have that money.

Todd Gallardo/Thornton/all to accept Willow Creek Academy's amended First Interim Report

Carol Cooper explained that, with the quick turn around between meetings, there had not been enough time to produce a narrative but

WCA Finance Report

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that WCA is working with Donna Strong on what they might cut. She noted the difficulty of making multiyear projections and stated that WCA has begun working on the Second Interim Report, due to the District March 15, 2008 for the March 27, 2008 agenda.

FACILITIES

The Director of Facilities and Operations reported that Bayside library testing by RGA Environmental found no problems.

MODERNIZATION

Superintendent Bradley reviewed how District consultant, Betty Hanson, with a DSA background had sought monies for hardship and modernization. On Wednesday, January 30, 2008, the School Allocation Board (SAB) approved the modernization project funding for Bayside School of \$651,852.

A State Allocation Board meeting is pending late in February to determine whether monies are also available for hardship funding for the Kpod.

Ms. Bonardi reported that the contract with Axis Architecture and Design to provide services for the Bayside Elementary School Modernization Project – Multi Purpose Room is nearing completion.

M/s/c Hoyt/Trotter/all to direct Legal Counsel, Nancy Klein, and staff to resolve items remaining and authorize Nancy Klein to sign the contract.

Tabled.

BOND

Judy Long of Turner Construction Management distributed a revised Bond Program Budget Summary generated by Turner CM. The Bond Funds of \$15,900,000 + Bond Interest of \$1,100,000 to total \$17,000,000. Deduction of the Current Program Budget Variance of \$529,434 and the Bayside Multi Use Building modernization cost of \$434,568 (This is the 40% match of the District Share from the modernization grant from the State) results in a balance of \$94,866 for projected balance of the bond funds.

The MLK construction cost budget is estimated at \$7,826,686. This estimate is lower than the \$8,000,000 MLK construction cost estimate at the time of the bidding for the MLK MS project.

Margie Bonardi stated that the District does not know how much of the facilities hardship money will be received.

The back-up to the Fund 21 & 22 Bond Program Summary Revenue & Expenditures Report was reviewed. The Balance of Fund 21 is \$2,405,886.18 to date and Fund 22 is \$8,708,676.

FACILITIES

Director of Facilities and Operations' Report

MODERNIZATION

School Allocation Board (SAB) Approval of the Modernization Project at Bayside Elementary

Architect Contract for Bayside Elementary Multipurpose Room

Project Manager Contract for Bayside Elementary Multipurpose Room

BOND

Bond Project Summary of Construction Program Budget

The Board considered contracting with the lowest responsible and responsive bidder for the Martin Luther King, Jr. Academy Middle School construction project based on:

Martin Luther King, Jr.
Academy Middle
School Lowest
Responsive and
Responsible Bidder

A.) determining the Bond Budget – the MLK construction cost budget was determined as \$7,826,686 resulting in 8 out of the 10 bidders to come in lower than the \$7,826,686 budget.

B.) review and discuss the base bid and the four alternates - Nancy Klein of School and College Legal Service stated that there may be a potential problem cause identity of one of the bidder was discovered via a fax sent stating that the contractor made a mathematical error on Alternate #2, as is evident by the bid alternate results. Trustee Clark stated that contractor #8 is low bidder, and alternate 2 is the error. He asked if the District Office could accept ranking base bid plus alternates 1,3, 4. Judy Long of Turner CM stated that alternate 2's true worth is \$180,000 not \$79,000. She asked the Board to consider alternate 2 because there is a time line to hold onto that bid. Tim Craig of VBN stated that most of the bidders want to know who the subs are, and alternate 2 subcontractors are limited; there are not that many local subs in the glass & storefront window industry. Tim stated that there may be a bid protest at later date if the District Office chooses alternate 2 after the MLK MS project has started.

C.) determine the basis for awarding the MLK MS bid - Nancy Klein directed the Board to consider which alternates the District Office wants, rank bidders by base bid plus desired alternates. If the Board wants all four alternates, then refer to Ranking line item 1 on the spread sheet of base bid plus four alternates. Trustee Trotter stated to accept the lowest price that works for the District Office. After discussion and review of the Bond budget, the Board decided to award the project with base bid plus all four alternates.

D.) rank the bidders in order from lowest to highest of all bidders – Contractor number: 8-4-10-7-6-3-2-9-1-5

E.) select the lowest bidder – The low bidder based on base bid plus all four alternates is contractor 8. Nancy Klein stated that the District needs to award it to a responsive bidder, so if it is #8, he may not be responsive. If contractor 8 is the same contractor that sent in the fax, then the District may have a bid protest claiming there is a material advantage early on.

F.) open all bidders envelopes containing the complete bid proposal documents, including the bidders' names –

8-Bobo Construction, 4-Altan, 10-Jeff Luchetti, 7-McCrary, 6-Sausal, 3-John Plane, 2-Zolman, 9-Intertex, 1-NBC G.C., 5-GCCI

The lowest bidder, Bobo Construction's bid documents will be reviewed by Judy Long of Turner Construction Management. Nancy Klein stated that the bid award will be contingent upon review of the lowest bidder's bid proposal documents, and if the bidder is both responsive and responsible. If Bobo Construction is deemed non-responsive and/or non-responsible, then Altan Construction bid documents will be reviewed. The MLK MS Project bid award will be put on the March 5, 2008 Special Board meeting agenda.

Judy Long of Turner Construction Management requested the Board consider Turner CM contract modifications. She stated that the original proposal projected the Turner CM staff to December 2007 when both projects should have been completed.

Modifications to Turner
Construction
Management
Agreement

The estimated additional costs to complete the MLK Project to April, 2009 is \$646,285, minus the Total remaining on the original contract of \$462,079 totals the contract extension amount requested of \$184,206. Judy stated that the \$184,206 is already built into the budget presented on 2-13-08 and reflects a 2 ½ % increase on the rates.

M/s/c Thornton/Clark/all to approve the modifications to the agreement with Turner Construction Management for the total amount of \$184,206

CONSENT AGENDA

CONSENT AGENDA

M/s/c Thornton/Todd Gallardo/ Roll Call Ayes 5 Noes 0 to approve the following items:

- Payment of warrants under:
 - Batch 43 Fund 01 in the amount of \$78,682.57
 - Batch 43 Fund 13 in the amount of \$6,981.46
 - Batch 43 Fund 21 BOND in the amount of \$2,190.20
 - Batch 44 Fund 01 in the amount of \$42,049.27
 - Batch 44 Fund 13 in the amount of \$5,526.29
 - Batch 44 Fund 21 BOND in the amount of \$3,004.40
 - Batch 45 Fund 01 in the amount of \$22,069.58
 - Batch 46 Fund 01 in the amount of \$20,405.06
 - Batch 46 Fund 21 BOND in the amount of \$77,444.78
- Elimination of Board Policy/Administrative Regulations 3310 Purchasing Procedures due to incorporation of language in revised BP 3300 Expenditures & Purchases approved October 25, 2007.
- Proposed revision of Board Policy and Administrative Regulations 3400 Management of District Assets/Accounts
- Proposed revision of Board Policy/Administrative Regulations 5111 Admission
- Revised District calendar for the 2007/2008 school year
- Field Trip: **Destination:** Expression College for Digital Arts
Address: 6601 Shellmound Street, Emeryville **Date:** March 4, 2008 **Teacher:** Moore **Grades:** 7 & 8
- Field Trip: **Destination:** California Maritime Academy **Address:** 200 Maritime Academy Drive, Vallejo **Date:** March 12, 2008 **Teacher:** Moore **Grades:** 7 & 8
- Field Trip: **Destination:** Santa Rosa Jr. College **Address:** 1501 Mendocino Avenue, Santa Rosa **Date:** March 25, 2008 **Teacher:** Moore **Grades:** 7 & 8
- Field Trip: **Destination:** Stanford University
- **Address:** 551 Serra Mall, Stanford
- **Date:** April 17, 2008 **Teacher:** Moore **Grades:** 7 & 8
- Field Trip: **Destination:** Pacific Union College **Address:** 1 Angwin Avenue, Angwin **Date:** April 29, 2008 **Teacher:** Moore **Grades:** 7 & 8

ADMINISTRATIVE AND EXTERNAL

ADMINISTRATIVE AND EXTERNAL

Board consideration of representation at the dinner meeting hosted by MCSBA & MAS on March 3, 2008 – Trustees Clark, Thornton and Todd Gallardo to attend

MCSBA & MCSBA
Annual Meeting

Board consideration of representation at a Trustees Workshop hosted by School and College Legal Services of California on March 19, 2008 – Trustee Todd Gallardo to attend, others to notify Superintendent’s Secretary of availability by February 20, 2008

Trustees Workshop

Board consideration of representation at the Annual Breakfast scheduled for Friday, April 25, 2008 from 8:30 am to 10:30 am at the Embassy Suites Hotel in San Rafael Trustees Thornton, Trotter and Todd Gallardo to attend.

First Five Marin Children & Families Commission Annual Breakfast

There is one vacancy in the region/sub-region. The Board as a whole may vote for up to the number of vacancies in the region/sub-region. The Board will consider its vote as a whole. Ballots must be postmarked on or before March 17, 2008.

2008 CSBA Delegate Assembly Election

Hoyt/Todd Gallardo/all to vote for candidate, Cindi Clinton

None

President’s Report

None

Board Reports

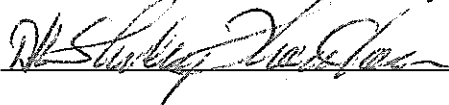
None

Superintendent’s Report

M/s/c Trotter/Todd Gallardo/all to adjourn at 10:40 pm

ADJOURNMENT

Clerk



Date

3/26/08

Secretary _____

FUTURE BOARD MEETING DATES

FUTURE BOARD MEETING DATES

All meetings are held at the District Office, 630 Nevada Street, Sausalito at 7:00 pm unless otherwise noted. *The first meeting date of each month will be allocated to special meetings, community forums, etc. as needed. The only or second meeting date of each month will be allocated to regular board meetings.

March 13*

March 27

April 24

One meeting in April due to spring recess

May 22

June 12

Two meetings in June

June 26

July 17

One meeting due to summer break

August 14*

August 28

September 11*

September 25

October 9*

October 23

November 13

One meeting in November due to holidays

December 11

One meeting in December due to holidays

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ADDITIONAL SPECIAL MEETINGS ON BOND AND FACILITIES ISSUES

To Be Determined

ADDITIONAL SPECIAL MEETINGS ON BOND AND FACILITIES ISSUES

UPCOMING EVENTS/IMPORTANT DATES

February 18-22	Mid-Winter Break
March 3	Superintendent & Board Dinner (MCOE)
March 24/25	Parent Teacher Student Conferences (Bayside)
April 3	Parent Teacher Student Conferences (MLK)
April 7-11	Spring Recess
April 28-May 16	STAR Testing

UPCOMING EVENTS/IMPORTANT DATES

FUTURE CHARTER SCHOOL BOARD MEETING DATES

All meetings are held at Willow Creek Academy campus at 6:30 pm unless otherwise noted.

FUTURE CHARTER SCHOOL BOARD MEETING DATES

March 19
 April 16
 May 21
 June 18